2009 Record Code Table Information Sheet for Corporate Request for Extension Coupons

Corporate Request for Extension Scanline and Design Clarification for Software Developers (To be used in conjunction with the *Scanline Spec Sheet*.)

The approximate size of a Corporate Request for Extension Coupon is not to exceed 8 ½" x 3 ¾". Request for Extension coupons are to be personalized with the taxpayer's name, address and other variable information. Variable information can be displayed in any readable font that fits within the space provided.

There is one scanline for each personalized coupon. It is 54 characters in length. The scanline must be in OCRA font. It must appear at the center of an invisible block on each form whose base is 2.4" from the bottom of the form and whose top is 2.9" inches from the bottom of the form. The scanline must begin .25" to .50" away from the left edge. Print quality of the scanline must be at a 99% rate.

All CorporateRequest for Extension Coupons must pass both a *Design Approval* process and a *Test Document* process.

For Design Approval, e-mail a PDF or mail a hardcopy of the coupon to the Delaware Division of Revenue. This coupon does not need to be personalized.

For Test Document Approval, please mail only pre-cut hardcopies to the Division of Revenue. One test document must be submitted for each tax period end date. All test documents must be personalized with sample variable information. All must include (somewhere on the coupon) the name of the software company for identification purposes.

> Mail to: Angela Moffett Delaware Division of Revenue 820 N. French Street Wilmington, DE 19801

Scanline Information for Corporate Request for Extension Coupons (Form 1100T-EXT and 1100P-EXT):

For Form:	Voucher	Form Label	Revenue Code	Sub-Type	Filing Frequency	Tax Period End Date	Due Date
1100T-EXT	T-5	1100TE 9301	0042	25	05	Last Day of Tax Year	1st day of 4th month after the end of the taxable year
1100P-EXT	P-5	1100PE 9201	0093	25	05	Last Day of Tax Year	1st day of 4th month after the end of the taxable year

Sample Design of "S" Corporation Request for Extension Coupon (1100P-EXT):

Info

DELAWARE DIVISION OF FORM 1100-P-EXT - DELAWARE	<u>"S" CORPORATION REQUEST F</u>		T	1100PE	7201
FEDERAL IDENTIFICATION NUMBER 1-234567890-001	CALENDAR OR FISCAL YEAR ENDING 12-31-2009	04-01-2010	VOUCHER P-5	EXTENSION TO 10-01-2010	
0093250512345678900	Check Here If A Request For	000000000000000R		Invisible Scanlin	
ABC Cleaners 121 Main Street	□ OF V	BALANCE DUE FROM LINE 3 OF WORKSHEET BALANCE OF TAX DUE FOR THE YEAR)			0.0
Dover, DE 19901				n With Remittance Payal ion of Revenue	ble To: 751

AUTHORIZED SIGNATURE

If desired, provide an e-mail address where we may